

## How to Share a Folder

EBSCO*host*'s new Shared Folder feature lets you add articles to your personal folders and share them with other EBSCO*host* users such as fellow students, professional colleagues, or anyone interested in a specific topic.

There are three folder areas for use:

- **My Folder** this area holds the items that you have collected during your current session. The system folder cannot be shared.
- **My Custom** custom folders you create, and then move result items into. You can share custom folders with other EBSCO*host* users, if desired.
- Shared by custom folders that another user creates and then shares with you.

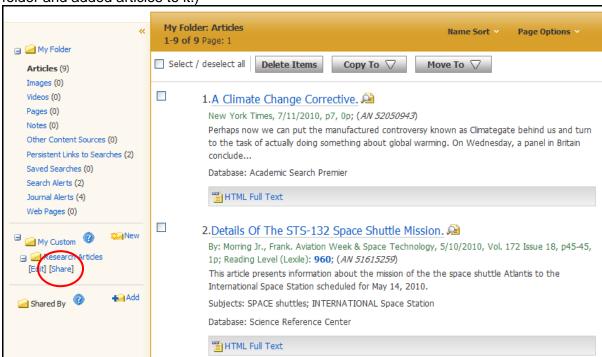
You must be signed into My EBSCO*host* to access custom or shared folders. In order to share a folder, it must be at the "top level" of the folders. If you have multiple levels of custom folders, the sub-folders cannot be shared.

Note: Your library administrator decides whether shared folders will be available.

# Sharing a Folder

#### To share a folder:

1. Run a search on EBSCO*host*, and save one or more articles or saved searches to a personal folder that you previously created. (For example, you created a Visual Poetry folder and added articles to it.)





2. Click the **Share** link under the name of your custom folder. The Sharing Options Screen displays.



- **E-mail to** enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have EBSCO*host* access to share the folder.)
- Subject you can accept the default message or enter a new one.
- Message you can enter a personal message or leave this field blank.
- E-mail Format you can send your e-mail message in either plain text or HTML format.
- Restrict Passcode to Single Use included in the e-mail sent to the people you
  are sharing the folder with, will be a "passcode" that lets the recipient access your
  folder.

By marking the "Restrict Passcode to Single Use" check box, each user will be sent a different passcode that can only be used once. If this option is not marked, users will be sent the same passcode that can be used multiple times with no restriction. For security reasons, it is a good idea to send each user a different passcode. If all users are sent the same passcode, it is possible that it might be sent to other users you may not want to share with, or who may not have access to EBSCO host.

3. Click Invite. An e-mail message is sent to each recipient that a shared folder is available.

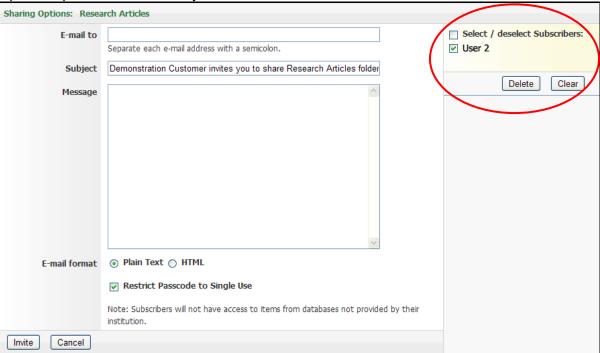


# "Unsharing" a Folder

Once those you have invited to share a personal folder accept your invitation, they are listed in the Accepted area of the Sharing Options Screen. You may decide that you no longer want to share a folder with one or more users you previously invited to share.

### To "unshare" a personal folder:

1. Open the personal folder that you shared and click the **Share** link under the folder name.



- Mark the check boxes to the left of each user that should no longer have access to the folder.
- 3. Click the **Delete** button. The list of users you share with will be updated, and those users will no longer appear.

**Note**: Another way to "unshare" a folder you have created is simply to delete the folder. It will automatically be removed from the Subscription area of users you share it with.

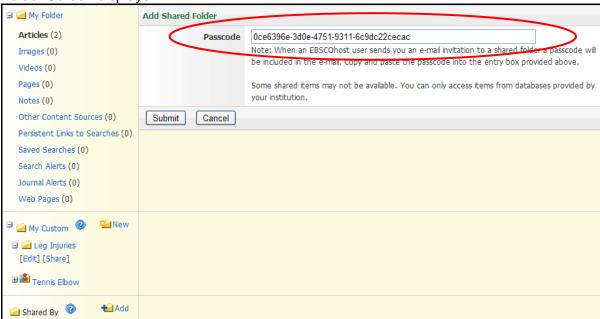


## **Accepting a Shared Folder**

When an EBSCO*host* user sends you an e-mail invitation to a folder, he or she wants to share EBSCO*host* search results with you. To access the shared folder, you log into EBSCO*host* and "accept" that folder. You will need the passcode included in the e-mail invitation.

### To accept a shared folder:

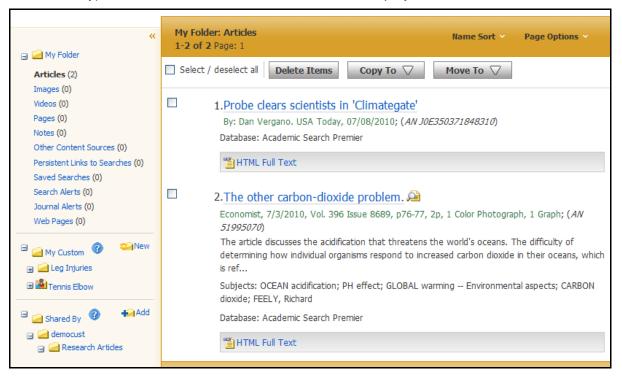
- 1. Sign into My EBSCO*host* and click the **Folder** icon.
- 2. Scroll down to the **Shared by** area of the folder, and click the **Add** link. The Add Shared Folder Screen displays.



- 3. Copy the **passcode** included in the e-mail that invited you to share a folder, and paste it right into the **Passcode** field.
- 4. Click **Submit**. The shared folder will display in the **Shared by** area under the name of the user who has shared the folder with you.



5. In the **Shared by** area, click on the name of the folder that is being shared (for example, Visual Poetry), and the EBSCO*host* search results are displayed.



#### Notes:

- You can copy an item from a Shared by Folder to a different folder. (You must copy items rather than move them.)
- You can "unshare" from the shared folder at any time by deleting the folder from your list.
- Since the folder belongs to someone else, you cannot modify a shared folder in any way.